



# Goddard Procedures and Guidelines

**DIRECTIVE NO.** GPG 4520.2  
**EFFECTIVE DATE:** \_\_\_\_\_  
**EXPIRATION DATE:** \_\_\_\_\_

**APPROVED BY Signature:** \_\_\_\_\_  
**NAME:** A. V. Diaz  
**TITLE:** Director

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**Responsible Office: 300/Office of Systems Safety and Mission Assurance**

**Title: INCOMING INSPECTION AND TEST**

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## Preface

### P1. PURPOSE

This procedure describes the process for performing and documenting receipt and inspection of material, goods, and/or services to verify that specified requirements for the product are met.

### P2. APPLICABILITY

This procedure applies to all GSFC products covered by the scope of the GSFC Quality Management System (see GPD 1270.3).

### P3. AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

### P4. REFERENCES

- a. NHB 4200.1, Equipment Management Manual
- b. GPG 1710.1, Corrective and Preventive Action
- c. GPG 5100.1, Procurement
- d. GPG 5310.4, Identification and Traceability of Products
- e. GPG 5330.3, Inspection and Test Status
- f. GPG 5340.2, Control of Nonconforming Product
- g. GPG 5900.1, Control of Customer-Supplied Product

### P5. CANCELLATION

None

## Procedure

### 1. DEFINITIONS

- a. Product Design Lead (PDL) - The manager or leader with overall responsibility for managing the design activity, managing the technical and organizational interfaces identified during design planning, and where required, forming and leading the Product Design Team (PDT). The term refers to flight project managers, mission managers, instrument managers, subsystem technical managers, integrated product development team leaders, lead engineers, etc. For purposes of this procedure, this definition extends to initiators of procurements of product in support of the PDL.
- b. Receiving Inspection Instructions- Documented instructions describing who performs receiving and inspection activities, what these activities shall be, where they are to be performed, and what is considered acceptable. The document must include any special handling or storage instructions when applicable to the product. Receiving Inspection Instructions are documented (or referenced) on a Work Order Authorization in accordance with GPG 5330.3. A model for a referenced Receiving Inspection Instruction is provided in Exhibit 1.
- c. Receiving Personnel - Representatives of the organization responsible for receipt of incoming product. This organization is identified in the Receiving/Inspection Instructions.
- d. Inspection Personnel - Representatives of the organization responsible for inspection of incoming product. This organization is identified in the Receiving/Inspection Instructions.

### 2. IMPLEMENTATION

2.1 As part of the procurement package (see GPG 5100.1), the procurement initiator shall prepare Receiving Inspection Instructions. The instructions shall identify who is to perform the inspection/test and where it shall be performed. The Receiving Inspection Instructions shall be documented on a Work Order Authorization or equivalent (see GPG 5330.3) directly or as a reference to a separate controlled instruction document. As a minimum these instructions shall require the receiving organization to verify the following:

- a. Kind (correct part number or configuration),
- b. Count (quantity called for in the purchasing document), and
- c. Condition (visual inspection to determine that the items have not been damaged)

Additional incoming inspection and test events shall be considered for identification in the Receiving Inspection Instructions when one or more of the following circumstances is applicable:

- a. No product verification by GSFC or its agent(s) is planned at the subcontractor's premises (see GPG 5100.1);
- b. The terms of the procurement provide for no objective evidence of product conformance to be provided to GSFC;

- c. The subcontractor's or potential subcontractor's performance history warrants incoming product verification;
- d. Characteristic(s) of incoming product is essential to mission success.

These inspections may be performed in more than one location. If no receiving location is specified in the procurement package, the material shall be delivered to the GSFC Receiving Officer.

2.2 Received items shall be identified in accordance with GPG 5310.4. Customer-supplied product shall be identified in accordance with GPG 5900.1.

2.3 Receiving personnel shall perform the minimum inspection (kind, count, and condition) of the items received and any additional inspections as indicated in the Receiving Inspection Instructions. If the PDL requests that all or a portion of the items be released for production purposes prior to accomplishment of any additional incoming inspection and test identified in the Receiving Inspection Instructions, the product shall be identified and controlled as nonconforming product in accordance with GPG 5340.2.

Product released with no intention for eventual accomplishment of the additional receiving inspection/test shall be dispositioned "use-as-is". Product released with the intention of eventually accomplishing the additional receiving inspection/test shall be dispositioned as "rework" with the necessary production planning to accomplish same. Such urgent release activities do not preclude the implementation of corrective action procedures in accordance with GPG 1710.1.

2.4 Receiving personnel shall document the results of this inspection on the Work Order Authorization or equivalent in accordance with GPG 5330.3.

2.5 When indicated in the applicable Receiving Inspection Instructions, receiving inspection personnel shall record actual measurements and test results as part of the receiving inspection record.

2.6 If the product did not pass inspection, proceed to GPG 5340.2.

2.7 File the purchase order and delivery receipt with the receiving inspection results and notify Finance and Accounting (Code 150) and Purchasing (Code 210) . For controlled equipment (see NHB 4200.1), notify Finance and Accounting (Code 150) and Equipment Management (Code 230).

2.8 Release the product for further processing.

### 3. RECORDS

Receiving inspection results (Work Order Authorization or equivalent, and any separate Receiving Inspection Instructions)

Exhibit 1  
Receiving Inspection Instructions Model  
(This is not a Form)

Deliver To:  
Building:  
Room:  
Contact:

Receiving Inspection/Test to be performed by:

Special Handling Requirements (Describe)  
ESD Protection  
Contamination Controls  
Special Environmental Controls  
Controlled Equipment (NHB 4200.1, Section 3.101)

Minimum Inspection  
Visual inspection for shipping/handling damage  
Verify that the proper item(s), part number, was received.  
Quantity Verification

Additional Inspection (Describe)(For Example:)  
Dimensional Inspection  
Drawing No. \_\_\_\_\_  
Sample Size or Sample Plan  
Characteristics (all dimensions, list of dimensions, or dimensions highlighted on drawing)

Function/acceptance test per procedure(s) \_\_\_\_\_

Data Package Review  
Documentation required by contract included in Data Package  
Certification of Conformance  
Physical and Mechanical test reports  
NDI reports

Confirmation of Government Source Inspection  
Review and approval of Contractor's inspection report  
Review and approval of Contractor's test report  
Review and approval of Materials List  
Review and approval of EEE Parts List

Upon completion of this inspection, package items per procedure \_\_\_\_\_  
and deliver to \_\_\_\_\_ per procedure \_\_\_\_\_.

## Incoming Inspection and Test Flowchart

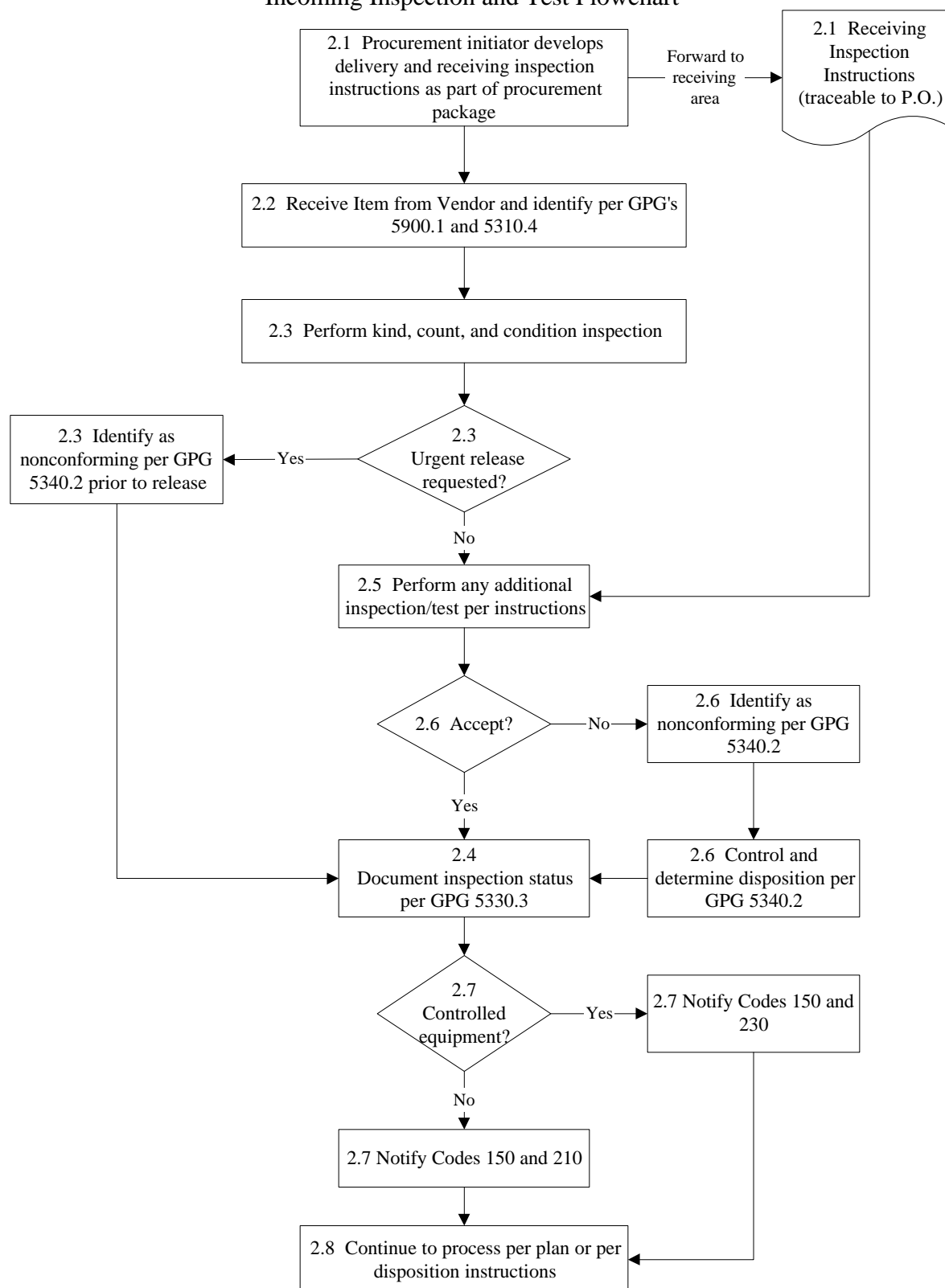


Figure 1